

COMDTINST 1401.4X
8 FEB 2002

COMMANDANT INSTRUCTION 1401.4X

Subj: INACTIVE DUTY RESERVE BOARDS

Ref: (a) 14 USC, Chapter 21, Subchapter B
(b) 10 USC, §12242
(c) 14 USC, §730
(d) Personnel Manual, COMDTINST M1000.6 (series)

1. PURPOSE. The purpose of this Instruction is to:
 - a. Publish the schedule for Inactive Duty Reserve Officer Boards to be convened during Promotion Year 2003 (PY03);
 - b. Solicit applications from and provide guidance to inactive duty Reserve officers and active duty officers who desire to serve as board members.
 - c. Provide guidance to inactive duty Reserve officers eligible for consideration by a selection/retention board.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units and integrated support commands, and assistant commandants for directorates, Chief Counsel, special staff offices at Headquarters shall ensure compliance with the provisions of this Instruction.
3. DIRECTIVES AFFECTED. Inactive Duty Reserve Boards, COMDTINST 1401.4W is canceled.
4. DISCUSSION.
 - a. Reference (a) contains procedures applicable to the promotion of Reserve officers on the inactive duty promotion list. These laws provide for the selection of Reserve officers on a

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1		1	1	1	1	1	1			1	1	1						1					
B		8	20*	8	3	2	5	3	1	1	1	1	1	5	1	1	1	3	1	1	1	1	1	1	1	1
C	1	1		1	1	1	1		1		5	1	1	2	1				1					1	1	
D	1	1		1		1					1															
E	1	1												1										1		
F																	1	1	1							
G			1	1	1																					
H																										

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best qualified basis to the grade of lieutenant and above, and on a fully qualified basis to the grade of lieutenant (junior grade). They further provide for the convening of retention boards to ensure a steady promotion flow. Reserve warrant officers on inactive duty are promoted pursuant to regulations promulgated under the authority of reference (b). Enclosure (1) is the PY03 schedule for inactive duty Reserve officer boards.

- b. The junior officer in each selection zone for PY03 will be announced by ALCGPERSCOM.

5. REQUEST FOR BOARD DUTY.

- a. Information for prospective board members:

- (1) Reference (c) requires that members of a selection board be senior in grade to officers being considered by that board. No officer may be a member of two consecutive boards convened to consider officers of the same grade for promotion.
- (2) Ensigns and lieutenants (junior grade) are ineligible to serve on inactive duty Reserve officer boards. All other officers are strongly encouraged to submit a request for board duty to increase the opportunity for broad representation and experience.
- (3) Applications from top performing officers with a broad professional background and a solid commitment to the Coast Guard's core values and work-life are encouraged.
- (4) Applications from members who provide diversity among the board membership is highly encouraged.
- (5) If practical, each board will include at least one member with previous selection board experience.

- b. Procedures:

- (1) Interested inactive duty Reserve officers and active duty officers are strongly urged to apply for selection/retention board duty by completing the "Request for Board Duty" letter, enclosure (2), and forwarding it to Coast Guard Personnel Command (rpm), to arrive no later than 31 May 2002. Applying for more than one board increases the chances of selection for board duty. All applications will remain on file in CGPC-rpm for the PY03 board season for alternate board member selections, if required.
- (2) CGPC-rpm will:
 - (a) select and notify all board members for PY03 boards;
 - (b) provide board members with accounting data and pre-board information packages.

(3) Pay and allowances, travel and per diem will be funded by Commandant (G-WTR) as Active Duty for Special Work in support of the Reserve Component (ADSW-RC) for reservists or temporary active duty (TAD) for active duty officers. Lodging accommodations, if required, will be arranged in the Washington, DC area by CGPC-rpm.

(4) Applicants shall notify CGPC-rpm immediately if they become unavailable for board duty.

6. **GUIDANCE FOR INACTIVE DUTY RESERVE OFFICERS ELIGIBLE FOR CONSIDERATION BY A SELECTION/RETENTION BOARD.**

- a. An officer under consideration by a selection board may write directly to the board and/or submit a Reserve Officer Personal Resume, CG-5481, enclosure (3), in care of the Coast Guard Personnel Command (CGPC-rpm), before the board convenes. Letters may invite attention to any matter in the member's Armed Forces record – specifically, any matter in the officer's Personnel Data Record. A communication to a board may not criticize any officer or reflect on any officer's character, conduct, or motive. Endorsements from the chain of command are optional (i.e., signature endorsements will suffice). Endorsements, enclosures, or attachments to letters submitted to selection boards shall not include opinions whether a board should select an officer for promotion. See Article 5.A.4.e. of reference (d) for additional guidance.
- b. All officers are strongly encouraged to review their official records at least four months prior to consideration by any selection or retention board. This can be done by:
 - (1) Personally reviewing your record at Coast Guard Personnel Command in the Coast Guard Headquarters building in Washington, D.C.;
 - (2) Having another designated individual review your record for you. This is done by providing CGPC-adm-3 with a signed letter that lists the name of the individual who will review your record, and the dates the review will take place. For more information, contact the Officer Section Supervisor at 202-267-1624.
 - (3) Requesting a complete copy of your official record. This request should be made in writing at least four months prior to a board's convening date. Ten working days should be allowed for obtaining a copy of the record once the request is received by CGPC.

Write to: Coast Guard Personnel Command (CGPC-adm-3)
Attention: Supervisor, Officer Section
2100 Second Street, SW
Washington, DC 20593-0001

7. COMMANDING OFFICERS/ISC RESPONSIBILITIES. Commanding officers of drilling reservists or local ISCs for non-drilling reservists shall:
- (a) Ensure that all Reserve officers are aware of the contents of this Instruction.
 - (b) Provide a copy of the ALCGPERSCOM announcing selection zones to each officer being considered by a selection or retention board. This includes officers in any status except those retired (OPFAC XX-87600) or on the Inactive Status List (OPFAC XX-87500).
8. FORMS AVAILABILITY. Personnel desiring board duty should complete the standard letter format of enclosure (2) and forward to CGPC-rpm. Enclosures (2) and (3) may be locally reproduced. Enclosure (3) is available in “JetForm” on standard workstation III, in “Forms Plus” on standard workstation II, or online at <http://www.uscg.mil/hq/g-s/g-si/g-sii/forms/formhead.htm>.

(signed)
R. D. SIROIS
Director of Reserve and Training

Encl: (1) Inactive Duty Reserve Officer Board Schedule
(2) Request for Board Duty Letter
(3) Reserve Officer Personal Resume, CG-5481 (Rev. 2-99)

INACTIVE DUTY RESERVE OFFICER BOARD SCHEDULE
FOR PROMOTION YEAR 2003 (PY03)

BOARDS	PY03 IDPL BOARD DATES
CAPT RETENTION	8-11 July 2002
CAPT SELECTION	15-19 July 2002
CDR SELECTION	5-16 August 2002
LCDR SELECTION	9-20 September 2002
LT SELECTION	30 Sep – 4 Oct 2002
LTJG SELECTION (2 boards)*	28-30 August 2002 18-22 November 2002
CWO INGRADE SELECTION**	4-5 November 2002
ENLISTED TO WARRANT**	6-8 November 2002
SELECTED RESERVE DIRECT COMMISSION	14-18 April 2003

*Board membership will be different for each board.

**Board membership is the same for both boards.

1401

(DATE)

From: _____, USCG(R)
(Rank, Name, SSN)

To: Commander, CG Personnel Command (rpm)

Via: (Applicant's commanding officer)

Subj: REQUEST FOR BOARD DUTY

1. I request consideration for duty as a member of the following board(s):

Board	Convening Date
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
e. _____	_____

2. My previous board experience is:

Board	Year Convened
a. _____	_____
b. _____	_____
c. _____	_____

3. My commission/DOR is:

_____ Source of Commission	_____ DOR
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4. You may contact me at:

Home Address: _____

Home Phone Number: _____ Work Phone Number: _____

E-mail Address: _____

Signature

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5481 (Rev. 2-99)	RESERVE OFFICER PERSONAL RESUME	DATE
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FROM: NAME (First, MI, Last)	GRADE	SOCIAL SECURITY NUMBER
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To: Commander, Coast Guard Personnel Command (CGPC-rpm)

Via: Commanding Officer: _____

Subj: PERSONAL RESUME FOR _____

(REASON FOR SUBMISSION)

1. Commission and Mobilization Information

Commission Source	Date	Current DOR	Arm. Date	Pay Base Date

Current Billet Description/Assignment	Date Assigned

2. Military Experience (*list most recent experience first*)a. Active Duty in excess of 15 days (*include schools and EAD/ADSW-RC/ADSW-AC; complete all five lines, if possible*)

Unit	From	To	Assignment

b. Inactive Duty Assignments (*drills - pay or non-pay; complete all five lines, if possible*)

Unit	From	To	Assignment

c. ADT/ADSW 15 days or less (*pay/non-pay; include ADT school; current first, then complete remaining lines, if possible*)

Year	Assignment/Location	From	To	No. of Days	ADT OJT/School/Other	ADSW-AC/ ADSW-RC

Previous Edition is Obsolete

3. Military Awards (*personal awards only, i.e. CG Commendation, CG Achievement, LOC; begin with most recently received*)

Name of Award/Year Received	Name of Award/Year Received

4. Civilian Education (*list most recent experience first*)

Institution	Yr. Completed	Major	Degree

5. Civilian Experience (*use "Job Title" & "Describe Duties" columns to describe the nature & significance of your position*)

No. Years	Employer	Job Title	Describe Duties (use more than one line, if necessary)

6. Civic/Professional/Military Organizations Affiliations

Organization	Position held (if appropriate) & Duties

I CERTIFY that the personal information supplied on this form is true to the best of my knowledge.

(Signature)

(Date)

PRIVACY ACT STATEMENT

In accordance with the "Privacy Act of 1974" the following authority for collecting this information is 10 USC 275. Principal purpose for which this information is intended to be used is for amplifying data for consideration by promotion/retention boards. Disclosure of this information is voluntary, but non-disclosure might result in a diminished opportunity for retention or promotion.